

Sample tasks in-class testing. Business Advanced Spring term

Sample test on vocabulary

Studied material – Performance and Rewards

- Complete the gaps in the texts below with words from this list. Use each word once only.
*careers company ladder entrepreneur family firm freelance
lifetime employment multinational skills promotion self-employed*

I joined the 1 _____ just after I finished university, but with so many cousins in the business who are older than me, I realised I could wait years to get a/an 2 _____. So, after a couple of years, I decided to become 3 _____. I started my own small business in the retail sector. This was very successful, so I started another company, selling the same products on line. What I like about being a/an 4 _____ is that you never have time to get bored!

Many young people nowadays create their own 5 _____. They realize that very few companies, including 6 _____ ones, can now offer 7 _____. So, instead of relying on the old method of slowly but surely climbing the 8 _____, they spend a few years working for one company, then move on to another one or sell their 9 _____ on a/an 10 _____ basis to a number of different companies.

(1 mark for each correct answer)

Sample test on grammar

Studied material – Reported speech:

- Complete the second sentences so that they accurately report the meaning of the first:
 1. Marcia said: “The market will peak in June”. Marcia said that _____.
 2. “Spread your risk by investing in a range of companies,” said the financial consultant. The financial consultant told me _____.
 3. “Do you think these shares are a good investment?” Richard asked Sam. Richard asked Sam if he _____.
 4. “It might be a good idea to invest in silver”, she suggested. She suggested _____.
 5. “If I were you I’d sell everything now”, he advised. He advised me _____.

Sample test on reading

Studied material – staff performance

- Look at the statements below and the text about feedback on staff performance.
- For each statement 1-7, choose one letter (A, B, C or D). You will need to use some of these letters more than once.

Example: the reluctance of companies to base pay on staff feedback D

- 1 staff being reminded that it is not essential to restrict feedback to once a year
- 2 the way in which feedback could identify people suitable for promotion
- 3 the aim of improving staff communication throughout an organisation
- 4 the feedback obtained on an employee being linked to requirements for a particular job
- 5 aspects of a group of employees' work that were identified as requiring improvement
- 6 feedback indicating both positive and negative aspects of an individual's work
- 7 the participation of less senior personnel in a member of staff's feedback

Changes in Performance Feedback

A In the past, feedback about your performance used to mean a quiet chat with the boss. But now 360-degree feedback – the system where employees are also given feedback from peers and from the people they manage – is taking root in corporate culture. The system is characterised by greater participation and has grown out of the desire of companies to create more open working environments where people work better together and ideas and opinions are exchanged between teams and across levels of seniority.

B PCs linked to the company IT network are set to become the feedback machines. Many firms introducing 360-degree feedback are using Personal Development Planner software. Feedback on an individual, which is based on a questionnaire relating to attributes needed for that person's role in the

company, is collected using this electronic system. All the information gathered is analysed and the end result is a suggested development plan. The advantage is that individuals make requests for the feedback themselves and receive the results directly.

C Sarah Rains, from the pharmaceutical company Optec, said, 'Now feedback is available on our network, we encourage managers to choose how they use it. It is a flexible tool and we tell them that waiting for the annual event of a formal appraisal needn't apply.' At the engineering company NT, 250 technical managers have been through the feedback process. Jack Palmer, a senior manager there, said, "We needed to develop the interpersonal skills of these technically-minded people. In particular, we wanted to build on their team-working and coaching skills."

D So, how is the new feedback culture likely to affect you? It could form the basis of your personal development programme, providing pointers to your strengths and also to those areas you need to develop more. Or feedback could be used for 'succession planning', where companies use the information to speculate on who has the right skills to move into more senior positions. As yet, few organisations have stretched the role of feedback so far as to link it to salaries. But one thing is clear, the future will bring even wider participation by all members.

NOTE: 7 correct answers out of 7 equals 10, 6/7 (86%) equals 9, 5/7 (71%) equals 7, etc.

Sample test on listening

• You will hear a radio interview with José Martínez, the Director of Pizza Rapida, a pizza delivery chain in Spain. For each question, mark one letter (A, B or C) for the correct answer. You will hear the recording twice.

- 1 José Martínez became successful by
 - A taking over a well-known competitor.
 - B establishing an innovative retail business.
 - C gaining a reputation for high quality.
- 2 Before José Martínez set up his pizza delivery service, he
 - A tested samples on potential clients.
 - B handed out product questionnaires.
 - C assessed demand in different areas.
- 3 According to José Martínez, the Spanish fast food business
 - A is different from that of the U.S.
 - B has slowed slightly in its rate of growth.
 - C employs an increasing number of women.
- 4 José Martínez wants his trainee managers to
 - A develop a competitive attitude.
 - B try out some of the shop-floor jobs.
 - C spend some time working abroad.
- 5 José Martínez believes that at first people invested in Pizza Rapida because they
 - A were attracted by what the company offered.
 - B saw that the shares were performing well.
 - C thought food companies were a safe investment.
- 6 José Martínez left the first company he worked for because it
 - A set the staff impossible targets.
 - B offered insufficient incentives.
 - C provided inadequate support.
- 7 José Martínez finds that popular sports events
 - A are good places to advertise his service.
 - B raise brand awareness through team sponsorship.
 - C increase public demand for his products.
- 8 What does José Martínez plan to do in the future?
 - A develop a chain of restaurants

B set up a franchise operation

C expand into the frozen food market

NOTE: 8 correct answers out of 8 equals 10, 7/8 (88%) equals 9, 6/8 (75%) equals 8, etc.

Sample test on writing

Studied material: giving reasons and explaining causes

You have 20 minutes to plan and write an **email, a report, or a proposal**.

- **Sample of a task on writing an email:**

You are Sales Manager at *Caramia* in Holland. You are planning a team-building seminar for your sales team. Katie Whitely, a colleague at your company's Head Office in Dublin has given good reports about a company called CFI Training.

Write an e-mail of 40-50 words to Katie:

- asking her to contact Kevin Lynch at CFI Training to find out if he could run the seminar for 30 people in July.
- informing her that you need his proposal by Friday.
- suggesting Kevin telephones you at 9 a.m. tomorrow to find out more

Write 40-50 words on a separate sheet.